

SECRETRMS-M-71-038
30 August 1971

MEMORANDUM FOR: Chief, Records Administration Branch
THROUGH : Chief, Support Services Staff, DD/S
FROM : Chief, Records Management Staff, OC
SUBJECT : Amendment #1 to RCS #50-68/09

1. This Staff will, in the near future, undertake a project to microfilm all incoming and outgoing dispatches (Forms 53 and 53a) originated by OC Headquarters and Field components. These are the official OC record copies and are retained in OC-RMS for two years, then forwarded to the Records Center for an additional fifty (50) years.

2. There are approximately 89 feet of dispatches currently in the Records Center and an additional 20 feet of active office files in OC-RMS. The reference volume for current dispatches (1971 and 1970) is very high - approximately 60 to 70 per day. The volume of references for material over one year old (1969 and below) varies from month to month, but requests are usually of a priority nature.

3. It is requested that permission be granted to destroy these documents upon completion of microfilming and document verification.

4. Attached for your approval is amendment to Records Control Schedule #50-68/09, dated 23 August 1968, for OC-RMS. The Files Identification and Disposition Instructions for Item 3, Overseas [redacted] Station Correspondence Files, have been revised to include microfilm and to reduce the retention period of the paper copy of the documents to one year.

Attachment: Amendment #1 to RCS
#50-68/09, 5 cys

25X

*copy to Rec Ctr
10/1/71
RD 9/17/71*

SECRET